

The Ideal Candidate	Selection Process
<p>The ideal candidate should have a strong track record and reputation for success and proven leadership in a senior management position in a large and complex public sector environment. Candidates should also be results-oriented with a direct, yet approachable work style, effective in facilitating successful outcomes from a variety of groups and individuals.</p> <p>The candidate selected will be nimble and flexible in addressing new and complex issues in a dynamic environment. Working with elected officials, state and federal counterparts, and the community, the candidate selected will collaborate with diverse and committed individuals.</p>	<p>Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information that the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Chief Executive Officer for consideration.</p>
Qualifying Education & Experience	To Be Considered
<p>Five years of experience in a highly responsible administrative or staff capacity in the analysis and resolution of problems related to budget, project management, organization or other governmental programs, one year of which must have been at the level of Los Angeles County's class of Senior Manager, CEO* or higher.</p> <p>*Senior Manager, CEO, plans, organizes, directs and evaluates the work of a division; and also directs the administration of a variety of services, programs, and projects within the division.</p> <p>LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p>	<p>Highly qualified candidates are invited to submit a statement of interest, a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position and current salary information. Submission should include ALL of the following:</p> <ol style="list-style-type: none"> 1. Candidate's ability to meet the requirements as stated in the <u>Qualifying Education and Experience</u> and <u>Desirable Qualifications</u> sections of this recruitment announcement. 2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary 3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
Desirable Qualifications	
<ul style="list-style-type: none"> • Extensive administrative management experience, and highly competent problem-solving and negotiating skills. • Extensive knowledge of federal, state, and county government structures and functions, and their programs and services. • Demonstrated knowledge of the federal and state legislative, regulatory, administrative, <u>AND</u> budget processes. • Demonstrated experience analyzing legislation and budget proposals and their potential impacts on the programs and resources in County government. • Demonstrated experience analyzing legislation and budget proposals and their potential impacts on the programs and resources in county government. • Demonstrated experience handling sensitive issues and bridging political differences. • Excellent written and oral communication skills. • A Bachelor's degree from an accredited college or university. 	

The County of Los Angeles is accepting resumes for



ASSISTANT CHIEF EXECUTIVE OFFICER

Legislative Affairs and Intergovernmental Relations

(Unclassified)

Open from February 8, 2016, until filled

Annual salary: \$ 180,485 –273,178




The County of Los Angeles

With a population of over 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world renowned museums, theaters, the nation’s motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a nonpartisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are 34 appointed department heads that report to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff) for a total of 37 major administrative units or departments that currently serve the needs of the County’s residents.

The County’s annual budget for fiscal year 2015-16 is over \$27 billion, with funding for approximately 108,000 positions to serve its diverse population.

The Chief Executive Office

The Chief Executive Office is responsible for a wide range of activities, including managing and directing budget and operations, employee relations, compensation, asset management, strategic integration, legislative affairs and intergovernmental relations, risk management, strategic planning and countywide communications. In addition to the countywide budget, the CEO oversees a departmental budget in excess of \$120 million, with 463 budgeted positions.

The Position

This unclassified position reports to the Chief Executive Officer/Chief Operating Officer and manages the Legislative Affairs and Intergovernmental Relations Branch of the CEO, which is the focal point of coordination of State and federal legislative policy and strategy for the County. This position necessitates a high degree of political acumen, analytical ability, and knowledge of governmental operations.

Examples of Key Duties

- Produces annual updates to the State and federal legislative agendas, including preparation of economic analyses and highlighting of important policies and priorities in coordination with County departments for consideration by the Board of Supervisors.
- Produces analyses of legislative bills, proposals and initiatives based on County policies and priorities.
- Produces analyses of State and federal budget proposals to determine impact on County programs, services and resources.
- Represents the County and directs the advocacy efforts on County positions and interests in the California State Legislature, the U.S. Congress, the U.S. Senate, and the California State and federal Administrations.
- Oversees the Sacramento and Washington, D.C. offices, including staff and contract advocates.
- Maintains relationships with the Los Angeles County State and Federal Legislative Delegation, key representatives of the State and federal Administrations; and keeps them advised of County positions, issues and interests.
- Represents Los Angeles County and works in coalition with the California State Association of Counties, the Urban Counties Caucus, the National Association of Counties, and other mutual interest entities.
- Coordinates the agenda and logistics for the annual visit of members of the Board of Supervisors, the Chief Executive Officer and other key County officials to Washington, D.C. to advocate the priority positions and issues, and coordinates other individual advocacy visits of key County officials to Washington, D.C. and Sacramento.
- Maintains policy guidelines for legislative analysis and advocacy of County positions at the State and federal level; and provides training to departments and commissions on the policy guidelines, legislative and budget processes, and preparation of legislative analyses.
- Administers General Services Agreements for the provision of County services with cities and other governmental entities in the Los Angeles County area.
- Oversees the Office of Protocol that works closely with the foreign consulate offices on issues concerning their citizens, and arranges visits of foreign dignitaries and delegations.
- Maintains liaison with the Board of Supervisors offices, County departments, and associations on intergovernmental issues.

Compensation and Benefits

Compensation: **\$180,485 – 273,178** annually. Starting salary will be dependent on qualifications, salary history, and career accomplishments. This position is subject to the provisions of the County’s Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range 19.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.
- Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. A new County employee hired after June 30, 2014, will be eligible to participate in the Los Angeles County Retiree Healthcare Benefits Program: Tier 2. Details on the Tier 2 program will be provided upon request.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee’s monthly salary.
- **Non-Elective Days** – 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.
- **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.
- **Holidays** – 11 paid days per year.

SOCIAL SECURITY ACT OF 2004 Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213.

Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

This announcement may be downloaded from the COUNTY OF LOS ANGELES website at:
<http://hr.lacounty.gov>.

